

**CITY OF COOPER CITY
CHARTER REVIEW BOARD MINUTES
DECEMBER 29, 2015
6:30 PM**

1. Call to Order/Welcoming Remarks

The Charter Review Board Meeting was called to order at 6:57 p.m. and Mayor Greg Ross welcomed the members of the Board and thanked them for volunteering their services.

2. Charter Review Board Direction of Purpose

City Attorney David Wolpin explained the Board's purpose and read from the Charter the Board's duties and responsibilities. City Clerk Susan Poling advised members on the timeframe of producing Charter Amendments, which requires that those recommended Charter changes must be heard by the City Commission at the two meetings in May, 2016.

*At this point, the Board proceeded to Item 4A and, upon selection of Neal de Jesus as Chair, the meeting returned to Item 3.

3. Self-Introduction of Members

Toni Megna
Joseph Grave
Marlon Clarke
Frank Lanza
Neal de Jesus

4. Organizational Issues

A. Chair Selection

Motion: To select Neal de Jesus as Chair

Moved by Toni Megna, seconded by Frank Lanza, all aye on roll call vote. Motion passed.

Chair de Jesus assumed control of the meeting and returned to Item 3 to allow the Board members to introduce themselves.

B. Vice Chair Selection

Motion: To select Frank Lanza as Vice Chair

Moved by the Chair in the absence of any other member's motion, seconded by Toni Megna, all aye on roll call vote. Motion passed.

C. Meeting Dates and Times

Each meeting is scheduled to begin at 6:00 P.M. and the tentative meeting schedule is as follows:

Wednesday, January 6, 2016
Wednesday, January 27, 2016
Wednesday, February 3, 2016

Wednesday, February 17, 2016
Wednesday, March 2, 2016
Wednesday, March 16, 2016
Wednesday, March 30, 2016
Wednesday, April 20, 2016
Wednesday, April 27, 2016 (if needed)

Motion:To accept the tentative Meeting Dates and Times.

Moved by Toni Megna, seconded by Frank Lanza, all aye. Motion passed.

- C. Review of Sunshine Law and Ethics – City Attorney Wolpin
City Attorney David Wolpin reviewed the Sunshine Law and Ethics law with the Board and distributed pertinent materials.

5. Scope of Work

Charter Sections to be reviewed as suggested by staff:

4.01(4)(M)- Clarification

The city manager may develop job descriptions, pay and benefit plans, personnel policies, and any other matters necessary to exercise control and discretion over the city's organization and operations.

City Manager Loucks explained that staff may refer issues to the Board for review. This particular item was brought to the Board to provide clarifying language as to who actually approves the personnel policies and whether the process requires Commission approval, as has been past practice.

Chair de Jesus requested that invitations to give input be provided to the Commission members, City staff, and residents. City Manager Loucks advised that resident input may be solicited via Twitter, Facebook, website, email blast, marquee and quarterly newsletter. An opportunity for public input will be provided at the beginning of the meetings, the Board will be asked to submit any agenda items to the Clerk and the agenda will be sent out one week prior to the meeting.

6. Adjournment

Motion: To adjourn the meeting at 7:40 P.M.

Moved by Frank Lanza, seconded by Marlon Clarke, all aye. Motion passed.

NOTICE: This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-434-4300 ext. 220, not later than two days prior to such proceeding. One or more members of the City of Cooper City Commission and Advisory Boards may be in attendance and may participate as the public does at the meeting. Anyone wishing to appeal any decision made by the Charter Review Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at www.coopercityfl.org or at the Office of the City Clerk, City of Cooper City, 9090 SW 50 Place, Cooper City, Florida, 33328, 954-434-4300.